

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.jeffersoncountyny.gov

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 87717-010 PURCHASING AGENT

VACANCIES: At present, one vacancy exists with the Jefferson County Purchasing Department

SALARY: \$83,325 - \$93,783/yr.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORK STATE FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: February 14, 2025

EXAMINATION DATE: April 5, 2025

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

(A) Graduation from a regionally accredited or New York State registered college or university with a master's degree in accounting, business or public administration, economics or closely related field and one year of experience in large scale purchasing of a variety of commodities, one year of which shall have been in a supervisory capacity; OR

(B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business or public administration, economics or closely related field and two years of experience in large scale purchasing of a variety of commodities, one year of which shall have been in a supervisory capacity; OR

(C) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in accounting, business or public administration, economics or closely related field and four years of experience in large scale purchasing of a variety of commodities, one year of which shall have been in a supervisory capacity; OR

(D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

NOTE: CANDIDATES WHO WILL OBTAIN THE MINIMUM EDUCATION REQUIREMENTS WITHIN 12 MONTHS OF THE DATE OF THE WRITTEN EXAMINATION SHALL BE PERMITTED TO SIT FOR THE EXAMINATION.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Solicits and reviews bids from vendors for a wide variety of commodities;
Confers with department heads and their representatives on the purchasing needs of their agencies;
Approves specifications for items to be purchased;
Recommends the awarding of contracts to vendors for the purchase of supplies and equipment;
Reviews requisitions from operating departments;
Ensures that delivered commodities are undamaged in accord with agreed upon terms;
Maintains current State contract files for reference by the department heads;
Plans and oversees advertising for articles to be purchased;
Analyzes purchasing projects and work systems to determine potential for cost reduction and increased effectiveness and efficiency;
Designs procurement policies for acquiring items which are ordered by County departments on a regular basis, including commodity forecasting and consolidation of purchases between departments;
Responsible for the County Fixed Assets, Employee Travel, and Central printing operation;
Maintains liaison with contractors and vendors in purchasing negotiations;
Advises staff members in regard to availability of goods and services;
Keeps abreast of current price trends, market conditions and new or improved items of supply;
Oversees excess and surplus equipment disposal procedures;
Maintains computer based records for inventory control and pricing;
Establishes locations for storage and procedures for distribution control of equipment and supplies;
Prepares a variety of records and reports related to the work.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

Principles and practices of purchasing

These questions test for candidates' knowledge of the principles guiding governmental purchasing operations and the ability to put them into practice. These questions may deal with but are not necessarily limited to such matters as the analysis of bids, the use of specifications, the award of contracts, the analysis of market factors that can affect the cost of a purchase, and the application of a set of rules to determine how to proceed with a purchase. Some arithmetic computation may be necessary. No specific knowledge of NYS purchasing laws, rules and regulations will be required to answer these questions.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation. **THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form.** This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 1-15-25